

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>Sponsoring Organizations of Homes POLICY & PROCEDURE MANUAL</p>	ISSUED 12/90	REVISED 7/14	CHAPTER 5	SECTION 5.2
CHAPTER Chapter 5. Requirements of Management	SUBJECT Updating Application Information			

Based on the information submitted in the application, MDHSS-BCFNA creates a file for the sponsoring organization. The monthly claims for reimbursement are compared to the information in the sponsoring organization's file and on the web access CACFP system.

The sponsoring organization must keep MDHSS-BCFNA updated on any changes regarding the sponsoring organization or the child care homes under the sponsoring organization's jurisdiction. The following information shall be updated in writing on an as needed basis:

- Changes in sponsoring organization's tax-exempt status;
- Child care homes placed in seriously deficient status;
- Outcome of child care homes seriously deficient status – either temporarily deferred or proposed termination and disqualification;
- Disqualification and termination of a family child care home.
- Change in key personnel.

The following information shall be updated on the web access CACFP system on an as needed basis:

- Licensing status of child care homes;
- Changes in the sponsoring organization's address;
- Changes in license capacity of a family child care home;
- Meals claimed for reimbursement;
- Meal time changes;
- Changes in the corporate status of the home;
- Overlap/shift approval;
- Change in tiering status;

Child care homes participating in the program must have a current license from MDHSS – Section for Child Care Regulation or a branch of the military.

If the sponsoring organization changes their mailing address, they must notify MDHSS-BCFNA immediately. Also, a change of address may require revisions to the sponsoring organization's budget and management plan. Failure to appropriately notify MDHSS-BCFNA promptly of a change in address may result in denial of administrative costs attributable to the move.